

# Behaviors of People Who Achieve Results Training

**Duration:** 2 Days

## Description

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This program is designed for employees at the self-management stage of their careers. It develops the personal and business skills needed for a successful career and a better understanding of how organizations work.

The program comprises two modules delivered several weeks apart, allowing participants to complete activities between sessions and begin applying what they learn.

## Objectives

Participants explore the values, skills and behaviors required to perform successfully and continue developing at the self-management stage. The program emphasizes self-awareness and personal effectiveness in achieving results in a changing environment.

- Provide tools to support integration into the workplace
- Develop the core values, skills and behaviors needed for a successful career
- Focus development on critical self-management competencies
- Share tools, techniques and experiences that improve personal effectiveness and help participants contribute results at work

## Outline

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### Module 1: Building the Foundation (1 Day)

#### A. Know Yourself

- Understanding self-awareness
- Identifying the personal and core values that motivate you daily
- Identifying your preferred behavioral style
- Recognizing additional behavioral styles that improve overall performance
- Identifying your preferred learning style
- Conducting a personal SWOT analysis

## **B. Manage Yourself**

- Understanding the importance of proactive personal development
- Identifying learning activities in the workplace
- Demonstrating the ability to give feedback
- Identifying the essential elements of effective communication
- Understanding how work gets done in an organization
- Discussing the importance of a win-win mindset

## **Module 2: Adding Value to the Business (1 Day)**

### **A. Personal Effectiveness Skills**

- Identifying actions to manage work priorities
- Developing personal strategies for better time management
- Identifying ways to improve meeting efficiency and effectiveness
- Explaining the importance of critical thinking
- Demonstrating a simple problem-solving tool

### **B. Staying at Your Best**

- Understanding the importance of a customer-focused approach
- Recognizing how workplace change affects people
- Identifying strategies for coping with stress
- Identifying activities to improve your professional image
- Listing opportunities and activities for continued development

## **Prerequisites**

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There are no prerequisites.